**Interviewing Tips and Techniques!**

1. **Before the interview:**
   1. Choose a subject.
   2. Do some background research.
   3. Make an appointment.
   4. Bring supplies: notebook, pen/pencil, list of questions, instructions from teacher, maybe a tape recorder with tapes and extra batteries.
   5. Write a list of open-ended questions.
2. **During the interview:**
   1. Arrival:
      1. Be on time.
      2. Look your best.
      3. Get your supplies in order (notebook and pen ready, recording device ready.)
   2. Conduct the interview:
      1. Ask open-ended questions.
      2. Share in the conversation but don’t be an interview hog!
      3. Practice active listening and remember that body language is important!
      4. Take notes, but don’t get too involved in writing!
   3. Departure:
      1. Thank the interviewee for their time.
3. **After the interview:**
   1. Write follow-up notes for yourself: your impressions, things that went well, any problem spots, any questions you didn’t get to ask, etc.
   2. Ask yourself these questions:
      1. What surprised you?
      2. What interested you most?
      3. What, if anything, troubled or disturbed you?
   3. If recorded, transcribe the interview.
   4. Analyze the interview: What did you learn? What makes it important? What were the highlights—the most important parts of the interview?
   5. Write a thank-you note! Hand-written and mailed or personally delivered.